

## ADMINISTRATIVE - INTERNAL USE ONLY

D/FBIS Chrono

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FR	EXTENSION	NO.
Deputy Director, Foreign Broadcast Information Service		FBIS-0388/86
		DATE
		9 December 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director of  
Personnel  
Room 6N20 -

2.

3. Deputy Director of  
Security  
Room 617 -

4.

5. Office of Public Affairs  
1016 Ames Building

6.

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Decrease Point Size → Careers that keep you at the leading edge of unfolding international events.

increase point size → (LOGO) Foreign Broadcast Information Service

# The purpose of FBIS

Decisions are based on information. Good decisions are based on good information. The purpose of the Foreign Broadcast Information Service (FBIS) is to obtain and put into the hands of senior U.S. policymakers the best and most current information possible on developing world events and trends. We do this by monitoring and analyzing public information from foreign open broadcast and print sources worldwide.

Radio, television, newspapers, and periodicals are openly broadcast or published daily in virtually every country in the world. All this freely accessible information has potential value to American policymakers. FBIS carefully monitors much of this information through high-frequency receivers, satellite channels, subscriptions, news agencies, wire services, foreign data bases, ~~and other over-the-air means~~. Foreign media information is selected for translation and transmission to FBIS headquarters and other U.S. Government readers throughout the world. In Washington, FBIS language officers select press items for translation and FBIS analysts study and process this information for further dissemination to national policymakers and others with a critical interest in the daily state of world affairs.

**Your work will affect decisions at the highest level.**

~~From the President and Cabinet on down,~~ the FBIS Wire Service, FBIS Daily Report, and other specialized publications focusing on specific areas or events are put to daily use. The products of the work of FBIS language officers, editors, technicians, and analysts are a vital element in the national decision-making process.

by U.S. Government officials at all levels.



FBIS is an exciting work environment. Approximately 600,000 words are processed every day, dealing with the latest and most time-critical information from all parts of the world. Emphasis is particularly focused on events and trends in the Soviet Union, China, Eastern Europe, and specific areas of crisis or potential trouble spots worldwide. As part of FBIS international operations, you will be in touch with the events that make tomorrow's news, events that may be part of tomorrow's high-level briefings.

**The people of FBIS have a variety of talents and backgrounds.**

Many disciplines are involved in fulfilling the important mission of the Foreign Broadcast Information Service. The collection, transmission, and storage of huge volumes of information naturally involve many scientific and technical disciplines — from satellite communications and radio frequency signal analysis to advanced data base management, as well as engineering and technical maintenance and supervision of overseas

installations. New technologies and techniques are constantly being pursued to speed and streamline our critical information pipeline. Word processors and computerized files are widely used. Integrated system-wide automation is in progress, and a satellite communications system is being developed.

Translators, language specialists, editors, and analysts play crucial roles in important work with many personal and professional rewards. Foreign language officers combine their linguistic skills with other areas of expertise such as economics, science and technology, politics, or military affairs. Editors and analysts are often historians, political scientists, journalists or specialists in area studies or international affairs. These professionals are given the opportunity to apply their special interests and their years of study to the always active arena of international events as they unfold. Analysts study the most up-to-the-minute information on their chosen areas of specialty, and they are encouraged to add their own evaluations. Articles written by FBIS analysts are sent to decision-makers throughout Washington and the world.

# Positions are available in a variety of areas

## Information Officer (Editor)

- Organize and edit a news-type publication issued five days a week
- Staff a 24-hour wire service which provides important material to key Government offices

*Serve* • Rotate overseas on 2-year assignments where you supervise foreign nationals in the collection, translation, and dissemination of foreign media information

Applicants should have good English skills, a strong professional interest in foreign affairs, and willingness to live and work overseas in a variety of locations. A bachelor's degree is required. Majors in English, history, international relations, area studies, and journalism are desirable, as is experience in news writing and editing or in teaching, supervisory, and leadership positions.

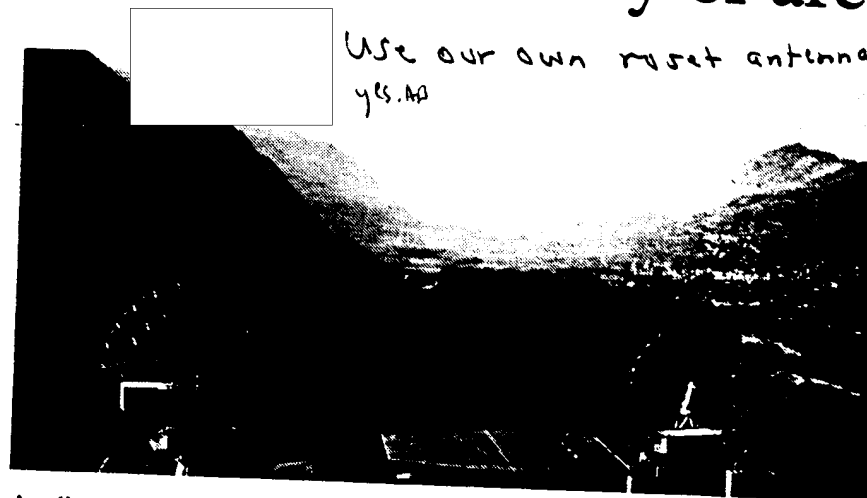
## Language Officer

- Scan foreign-language publications for critical information needed by the foreign affairs community
- Have substantive responsibility for a country, geographic area, or specialized topic
- Provide translation and other language support to offices of the foreign affairs community

Applicants must have a good command of English plus a foreign language reading ability at level 4 (on scale of 1 to 5 where 5 is native) for the more common languages and level 3 for less common languages. A degree in social or political science, area studies, or international relations is desirable. For positions which combine language ability with a science and technology background, a degree in a relevant field is required. Work is primarily in the Washington, D.C. area.

## Analyst

- Correlate media content and behavior with policy trends and intentions in the countries studied
- Write articles for weekly publication and for rapid dissemination in the foreign affairs community
- Produce in-depth analytic studies and special memoranda responsive to interests of U.S. policymakers



Use our own rocket antenna.  
yes. MA

Applicants should have a graduate degree or equivalent experience in area studies or history of key countries or in international relations. Ability to read newspaper and journal materials in the language or languages of these countries is desirable. Analysts are expected to produce cogently written articles or studies, often against short deadlines, as well as to conduct longer-range research. Work is primarily in the Washington, D. C. area.

## Engineer

- Plan, design, install, and maintain foreign and domestic field installations
- Develop and implement future collection and automation systems and installations on a worldwide basis
- Exploit emerging technologies to support the global FBIS mission

Positions range from entry level to senior system and design engineers. These positions are at the professional level and require a bachelor's degree in electronics or electrical engineering, computer sciences, or in a closely related scientific field. Areas of specialty are quite broad, ranging from analog devices such as receiver complexes and satellite earth terminals to digital communication systems, plus office and large-scale automation installations.

Work is in the Washington, D.C. area and virtually every part of the world. Overseas assignments can be for a two-year tour or more briefly for the completion of a special project.

Engineering technician positions are also available and require extensive practical experience or a two-year degree in electronics. These positions also have overseas assignment possibilities.

## Video Coordinators, Technicians, Engineers

- Operate and maintain video studio equipment and TV satellite receiver equipment
- Edit videotape from foreign TV, adding titles and narration, to produce briefing tapes; manage TV collection, distribution, and tape editing

## Radio and Satellite Transmission Specialists

- Identify and catalog public transmissions on all radio bands, TV, radioteletype, and satellite transmissions
- Solve radio reception problems and provide reports to help planning, using research skills, and conducting radio frequency surveys

Military signals specialists, ham radio operators, "DX" listeners, satellite TV experimenters, and even generalists with an interest in foreign countries and in technical equipment — all these have been successful in this field. The work is partly overseas.

## Communications

- Career opportunities are also available in data communications. Military or comparable experience is desirable.

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## A career to grow in

FBIS offers a broad range of career opportunities in an atmosphere that contains elements of newsroom, foreign service, and academic environments. Editors serve overseas in bureaus on four continents. People with an aptitude for and love of languages have excellent opportunities to perfect and broaden their skills and to apply them in a wide variety of substantive areas. Analysts pursue their specialties in an environment that encourages creativity while insisting on methodological rigor and cogent uses of evidence.

For language officers and analysts there are periodic opportunities for travel to attend domestic conferences or training courses. There are also opportunities for foreign travel, depending on geographic area of assigned responsibility and on operational needs. Editors, engineers, and radio frequency analysts accept regular foreign tours as part of their normal career pattern.

All applications must be citizens of the United States.

## Training Opportunities.

In order to maintain the highest standards of excellence while meeting the specialized requirements of the office, both on-the-job and formalized classroom training are available. Employees are encouraged to choose from a variety of operational, technical, and managerial courses in order to prepare themselves for progressively more responsible, career-enhancing assignments. Training is provided both internally and through the use of independent academic institutions.

## Advancement Opportunities.

There are many factors that help promote your personal and professional advancement. Promotions are competitive and based on accomplishments. Your professional

advancement is also enhanced by working on important projects in the forefront of your particular field of interest. You will associate with senior experts in your field, not only at FBIS but also at other government agencies and at universities.

Here's how you can learn more about a career and apply for a position with the Foreign Broadcast Information Service.

Because of the nature of our responsibilities, we must conduct an investigation of each applicant. For this reason, it is desirable that you contact us well ahead of the time you expect to start working.

For further details, write to:  
Foreign Broadcast Information Service  
P.O. Box 2604  
Washington, D.C. 20013

Enclose a resume of your education and work experience and request preliminary application forms.

Should we change to "our agency"?







NO!

... where your career is America's strength